

15 November 1962

MEMORANDUM FOR: Chief, Systems Group, DD/P

FROM: CIA Records Administration Officer/DDS

SUBJECT: Status of Vital Records Program

1. I appreciate your report of 13 November on the Status of the DD/P Vital Records Program.

2. I know that there has been considerable activity among the various components of the DDP Area to revitalize their respective programs and I hope that these efforts will continue.

3. I recommend that the Records Officers be included on the Emergency Rosters for their respective components. I also propose that all personnel on the Emergency Rosters be indoctrinated in the operation at the [] with particular emphasis on the procedures at the Vital Records Repository.

4. A comparison of our Agency Vital Records Program with those in other Federal agencies, State and Municipal governments and in some large industries indicates to me that ours is in excellent condition. On the other hand, I believe that we should continue our efforts to improve it and I will welcome your ideas.

DDS/[] fms (15 Nov '62)

SECRET